

A detailed schedule shows that the unit has a plan, and that cadets will be busy with meaningful activities.

When schedules are drafted using the quarterly schedule as a guide, and emailed to members a week in advance, everyone can come prepared.

Begin on time and encourage promptness.

Plan ahead for future activities by scheduling time for announcements and sign-ups.

Gear activities to cadets of different experience levels.

Seniors can conduct business meetings concurrent with cadet activities.

Busy squadrons have administrative and personnel tasks to accomplish. Work them into the schedule.

Save time for awards and last minute announcements.

Develop a habit of ending right on time.



CIVIL AIR PATROL • LANGLEY CADET SQUADRON SCHEDULE FOR 19 AUGUST 2005

Uniform of the Day: Short-sleeve blues with ribbons & tie

Cadet of the Month & Guidon Bearer: C/SrA Provost

Time	Activity	Lead	Location	Other personnel, notes
1800	Staff Arrives Plan for Labor Day bivouac	Capt Garber	Office	C/Maj Curry & C/MSgt Arnold
1830	OPENING FORMATION National Anthem Cadet Oath Announcements 1. Sign up for 26 Aug hiking trip tonight 2. Announce O-Flight sorties for 8 Sept Uniform Inspection	Maj Wilson All C/Maj Curry Capt Garber 1st Lt Yeager C/Maj Curry	Main Room	
1845	EMPHASIS ITEM: Drill & Ceremonies Phase I Cadets: Introduction to columns Phase II Cadets: Manual of the guidon	C/MSgt Arnold C/SSgt Earhart C/MSgt Wright	Parking lot Parking lot Parking lot	Capt Garber
1900	CORE CURRICULUM: Character Development Forum Finance meeting	1st Lt Crossfield 1st Lt Yeager	Main Room Office	Maj Wilson, Capt Garber
1950	BREAK & ADMIN TIME	na	Main Room	
2000	SPECIAL TRAINING: Land navigation Uniform Issue: outfit new cadets with BDUs CAPF 50 Counseling (C/MSgt Arnold)	C/Maj Curry 1st Lt Yeager Maj Wilson	Main Room Supply Office	Capt Garber C/AB Lindbergh & Doolittle 1st Lt Crossfield
2050	CLOSING FORMATION 1. Certificates of appreciation – car wash 2. Wright Brothers Award 3. Last minute announcements 4. Dismissal (by 2100)	Maj Wilson	Main Room	C/SSgt Goddard